



## MEMORANDUM

**DATE:** January 26, 2021  
**TO:** Gregg Brelsford, Interim City Manager  
**FROM:** Lori Goodell, City Clerk  
**SUBJECT:** Department Staff Report

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### STAFF REPORT

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#### **In Person Council Meetings Considerations:**

With reduced number of COVID-19 cases state wide and distribution of a vaccine, a plan for in person meetings is being considered. Two options regarding facility capacity are:

1. Facility capacity, with no alterations. The following is feasible keeping in mind social distancing requirements. Five members at the council table, one at the city clerk desk, eleven spots available in the attendee area.
2. Facility capacity with alterations. To allow for all council members: install plexiglass barrier between each member.
3. Under either scenario:
  - Meetings to continue via zoom
  - Screening criteria for all in-person attendees

#### **Training:**

The following courses have been completed:

Washington State University:

Building and Maintaining Trust: A Necessary Leadership Skill

Budgeting in Uncertain Times: Developing a Lean & Agile Budget

Courses in progress:

University of Wisconsin: Introduction to Parliamentary Procedure: Dynamics of Leadership

Washington State University: Supporting Our Elected Officials in Times of Calm & Crisis

**APOC:** The annual Employer of Lobbyist training requirement has been completed.

#### **Municode Policy and Procedures:**

Hannah Zimmerman is on site and actively engaged in several projects. She had her first meeting with Municode to begin working on policy and procedures for the City. There are several trainings scheduled to review the program and how best to use the tools available.

#### **STANDING ITEM(S):**

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**Liquor & Marijuana License Renewals/Transfers/New Licenses.** (Indicate any licenses due to expire.) Two liquor license renewal applications have been received. The Code Review Committee will review them January 28<sup>th</sup>. They are on the February council meeting agenda.

**Commission/Board Seats Vacant.**

- Library Advisory Board, two seats.
- School Facility Committee, one seat.
- Port Advisory Committee, one seat.
- Senior Advisory Commission, two seats.
- Friends of the Landfill, two seats.